



## Provider Access Process

<b>Written By</b>	Ruth Mortimer
<b>Creation Date</b>	October 2018
<b>Last Review Date</b>	NA
<b>Next Review Date</b>	October 2019

## **Provider Access Process**

### **Contents:**

<b>1. Aims</b>	<i>Page 3</i>
<b>2. Content</b>	<i>Page 3</i>
<b>3. Supporting Policies and Related Information</b>	<i>Page 3</i>
<b>Appendix 1: Annual Calendar of events</b>	<i>Page 4</i>

## 1. Aims

This statement sets out Driffield School and Sixth Form's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

## 2. Content

### Student Entitlement

Students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

### Management of Provider Requests

#### Procedure

A provider wishing to request access should contact Ruth Mortimer, Co-ordinator of Careers, Education, Information, Advice and Guidance.

Telephone: 01377 253631

Email: [rmortimer@driffield.e-riding.sch.uk](mailto:rmortimer@driffield.e-riding.sch.uk)

#### Opportunities for access

A number of events that are integrated into the school careers programme will offer providers an opportunity to come into school to speak to students and/or their parents – please see Appendix 1: Annual Calendar of Events.

Please speak to our named contact above to identify the most suitable opportunity for you. The Academy's policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website [www.driffieldschool.net](http://www.driffieldschool.net)

#### Premises and facilities

The Academy has a number of facilities that can be made available for discussions between the provider and students, as appropriate to the activity, including large halls, classrooms or meeting rooms. The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the named contact above or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Advisor who can add it to our careers library, or communal display boards.

## 3. Supporting Policies and Related Information

The policy for Provider Access supports, and is itself underpinned by, a range of key school policies including those for Carers, Safeguarding, Teaching and Learning, Equal Opportunities and Diversity.

## Appendix 1 – Annual Calendar of Events

**APEX = Achieving Personal Excellence**

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 8</b>	APEX Day (October and December)	APEX Day (February)	APEX Day (After Easter break)  APEX Week - all students off timetable. (July)
<b>Year 9</b>	APEX Day (October and December)	Pathways Evening – Key Stage 4 Options event (January)  APEX Day (February)	APEX Day (After Easter break)  APEX Week - all students off timetable. (July)
<b>Year 10</b>	APEX Day (October and December)	APEX Day (February)	APEX Day (After Easter break)  APEX Week - all students off timetable. (July)
<b>Year 11</b>	Sixth Form Open Evening  APEX Day (October and December)	Pathways Evening – Key Stage 4 Options Event (January)  APEX Day (February)	
<b>Year 12</b>	APEX Day (October and December)	APEX Day (February)	APEX Day (After Easter break)
<b>Year 13</b>	APEX Day (October and December)	APEX Day (February)	